DIRECTOR OF SERVICE DEVELOPMENT
DIRECTOR OF SERVICE DESIGN

INFORMATION SYSTEMS AND SERVICES

INFORMATION FOR CANDIDATES
September 2014
About the Ministry Of Defence (MoD)

Defence Vision: Defence in a Changing World

Our mission is to protect our country and provide the ultimate guarantee of its security and independence, as well as helping to project its values and interests abroad. To do this we must meet a complex range of threats and challenges in a rapidly changing world. We will always use our influence to reduce the risk of conflict but we must be ready to fight and win on difficult and dangerous operations against determined opposition.

We must adapt to stay ahead, configure our capability to address tomorrow’s threats, not yesterday’s, build more versatile and agile forces for the future, and ensure our people have what they need to do what we ask of them. We cannot do everything on our own, so we must work effectively with our Allies and partners. And we must spend our budget wisely.

We will continue to ask for a lot from our people, regulars, reserves and civilians, whose privilege and duty it is to defend the nation. We will need the best, proud of what we do together, fairly recognised and rewarded for what they achieve.

We require:
- Leadership at every level of Defence, making the right decisions at the right time for the right reasons – and learning from the things that go wrong;
- Strong Armed Services with a war-fighting ethos and a willingness to adapt, and an effective Ministry of Defence, working together to make Defence as a whole stronger;
- Modern, innovative ways of doing business, where individuals accept responsibility for decisions and we weed out duplication, red-tape, waste and delay.

We will make all this happen through Transforming Defence to deliver:
- Battle-winning Armed Forces, smaller than before but able to reach across the world and operate across the spectrum from high-intensity combat to enduring stabilisation activity, who work with each other and with allies, equipped and trained for their task, their families well supported, trusted to shape their own future and manage their own resources within Defence;
- A smaller, more professional Ministry of Defence that supports Ministers in setting clear priorities for the outputs required of the Armed Forces and the Department, and holding them to account for meeting them; supports the Armed Forces to deliver what they are tasked to do; and reports honestly and openly to Parliament and the public;
- A hard-headed approach to what we can afford, now and in the future, getting the most value we can from each pound of taxpayers’ money.

In this way we can all be proud to be a part of our great enterprise: defending our nation in a changing world.

More information about the Ministry of Defence can be found at: www.mod.uk

About Information Systems and Services (ISS)

Information Systems and Services (ISS) stood up as a newly-integrated organisation within Joint Forces Command (JFC) in April 2014 under the leadership of a new Director General-level Chief Information Officer (CIO). ISS looks across the whole information continuum, from the business to the battle-space, and defines information strategy, policy and architecture for the whole of Defence, considering how to meet our future requirements for information systems (both military and corporate) and then managing the delivery of projects and the supply chain.

Overall, ISS organisation covers more than 2,500 people and controls a budget of more than £1.5bn a year with projects under development in excess of £10bn. ISS is currently undergoing a programme of significant transformation, which has so far seen the restructuring of the IT function’s senior team and led to the creation of a number of new roles, including the posts of the Director of Service Development and Director of Service Design.

ISS Organisation Chart
Job Title: Director of Service Development, ISS

Grade: Senior Civil Service (SCS) Pay Band 2

Salary: Circa £130,000

Location: Corsham, Wiltshire

Reporting to: Chief Information Officer

The Director of Service Development will work directly to the CIO, as a core part of the 2* leadership team, to help deliver the transformation programme, leading ISS into a new era. Director of Service Development will set the overarching vision and strategy for an efficient and effective programme and project portfolio across ISS, which is delivered to cost, time and quality, is underpinned by a dynamic resource allocation / utilisation construct and is sufficiently low risk for transition to live operations.

The post holder will be responsible for the effective delivery of all projects and programmes in the ISS Portfolio to defined performance levels, ensuring an effective transition to live service. The post holder will also enable transformation to a new Target Operating Model and embed a continuous improvement culture.

Corporate Leadership Responsibilities:
- As a member of the ISS Board, help shape the strategy, vision and culture for ISS;
- Inspire, motivate and develop a high performing team who are respected for excellence in delivery;
- Ensure that the Development pillar has the right people, in the right place, with the right skills at the right time;
- Work collaboratively with Transformation Head to ensure change plans are managed, controlled, resourced and reported.

Primary Responsibilities:
- Provide a clear focus for all future ICT development, ensuring all development is properly guided by the coherent architecture provided by Director Service Design;
- Provide strong pan-delivery team programmatic control of all ISS development;
- Provide central resource management for key resources required by delivery teams;
- Manage/lead the delivery teams in the development of future ISS needs;
- Ensure full visibility of ISS capacity to supply in a common format, and support Director Service Design, as Customer Relationship Management lead, in matching supply to demand;
- Provide warranty support for ICT introduced into service in conjunction with Director Service Operations;
- Build strong and lasting commercial relationships with industry to produce contracts that are fit-for-purpose and flexible to changes in customer needs;
- Maintain clear visibility of all non-ISS major ICT developments from a portfolio control perspective;
- Line management of 8 x 1*-level posts (Programme Management Office, Security Infrastructure, Sangcom programme, Battlefield and Tactical Communications & Information Systems (BATCIS), Networks, Integrated User Services, Application Hosting, Intelligence Systems).
Person Specification – Director of Service Development

It is essential that you provide evidence and proven examples in your application against each of the selection criteria under Part One below in so far as you are able to. These responses will be further developed and discussed with those candidates invited for interview, together with the criteria listed in Part Two.

PART ONE: Experience

Essential Criteria

- Relevant post graduate degree or CEng;
- Senior leadership experience of working at Board / Divisional Management level in a major business service organisation in the public or private sector;
- Comprehensive experience of all aspects of IT delivery, and demonstrable success of aligning IT with business;
- Significant change management experience and a successful track record of leading large scale technology transformation and delivery;
- Substantial portfolio management experience in large, complex organisations where IT is central to business;
- Demonstrable understanding of information system characteristics, re-use challenges, enterprise integration and transition;
- Experience of managing large teams, both directly and virtually, in a matrix structure environment;

Desirable Criteria

- Knowledge of Defence and Government would be an advantage; alternatively an extensive background in other large multi-national organisations employing Information to support high-tempo, high-security and high-risk operations will be required;
- Ideally has attended the Major Projects Leadership Academy.

PART TWO: Knowledge, Skills and Abilities

- Ability to take a robust stance under pressure where necessary and provide clear and unambiguous advice when called upon;
- Ability to break down organisational boundaries through collaboration by building strong relationships based on trust;
- Strong commercial acumen, and ability to see how value can be created in a business;
- Exceptional influencing and negotiating skills – able to influence across a broad spectrum, resolve conflicts and bring gravitas to each and every situation;
- Ability to mentor, coach and develop teams to produce a high performance;
- Self-motivated and driven by a desire to achieve and excel against specific key performance indicators and time critical deadlines;
- Competence in analysing and communicating detailed and complex issues.
Job Title: Director of Service Design, ISS

Grade: Senior Civil Service (SCS) Pay Band 2

Salary: Circa £130,000

Location: London

Reporting to: Chief Information Officer

The Director Service Design will work directly to the CIO, as a core part of the 2* leadership team, to help deliver the transformation programme and lead ISS into a new era. Director Service Design will, in line with the CIO’s vision, define a coherent enterprise, business and technical architecture for Defence and articulate this through strategy, policies and procedures. The post holder will be responsible for the effective delivery of all Design pillar services to defined service levels in compliance with MOD policy and legislative requirements, whilst enabling transformation to a new Target Operating Model and embedding a continuous improvement culture. The Director Service Design will also lead on driving innovation within the MOD.

Corporate Leadership Responsibilities:
- As a member of the ISS Board, help to shape ISS strategy, vision and culture.
- Provide leadership across the Design function (and beyond) such that all staff understand and adopt the required skills and behaviours, in accordance with the values and governing principles.
- With the People Change lead and HR ensure that the Design pillar has the right people, in the right place, with the right skills at the right time.
- Work collaboratively with Transformation Director and the Programme Management Office to ensure plans within the Design pillar are managed, controlled, resourced and reported.
- Support the Director Development with Design resources, as required.

Primary Responsibilities:
- Develop a coherent architectural framework across the Defence enterprise and ensure technical and policy compliance. Ensure that the ICT strategy and supporting architecture reflects the needs of the business now and in the future and lead the Department through any resulting change.
- Set appropriate Information and ICT policies for MOD, through a framework of formal delegations.
- Work with key senior business stakeholders to define the MOD Information and ICT strategy and maintain it on a rolling basis.
- Responsible for the tools, processes, information, techniques and standards associated with developing and sustaining an Enterprise Architecture and for skills transfer across the wider organisation on systems engineering.
- Identify, influence and engage key MOD internal and external stakeholders to understand and manage the expectations of the customer community. Internal stakeholders at senior levels will cover every business area across Defence.
- With the Director Service Development, shape the ICT roadmap and target ICT architecture to reflect the needs of the Department; providing an end-to-end Enterprise Architecture based on business process, systems and data and integration layers.
- Work with the Directors of Development and Operate to design solutions that are deliverable to time and cost that are supportable and resilient in live service. Director Service Design is responsible for the coherence of the system of systems design, providing expert support to fellow Directors as required.
- Drive a strong approach to Customer Relationship Management across ISS to define a service catalogue that is current, deliverable and constantly evolving.
- Develop a forward looking view, from customer engagement, for the demand for services on the current and future service catalogue.
- Drive technology innovation across the business and operational enterprise to continually meet and inform customers’ expectations.
- Develop knowledge of the IT market by working with external providers and agencies to deliver ‘as is’ and ‘to be’ technology and architectural strategies.
- Build strong relationships with industry to facilitate the design of innovative technology for the Defence Enterprise.
- Provide security and assurance services to Defence.
- Manage Information Rights and Transparency for MOD.
- Provide Information Risk advice to the Senior Information Risk Owner (SIRO) and the Network Technical Authority.
- Lead spectrum management for Defence and fulfill allocated Government responsibilities.
- Lead the management of Information Professions on behalf of the Skills Champion.
- Consolidate and optimise management information approaches to ensure consistency across the ISS estate and wider Department.
- Line management of 7 x 1*-level posts (Customer Relationship Manager, Strategy, Architecture, Innovation/CTO, Head of Profession, Management Information and Information Security/Assurance).
Person Specification – Director of Service Design

It is essential in your application that you provide evidence and proven examples in each of the following selection criteria under Part One below in so far as you are able to. These responses will be further developed and discussed with those candidates invited for interview, together with the other criteria listed in Part Two.

PART ONE: Experience

Essential Criteria

- CEng, FIET, or equivalent qualification, is essential;
- A successful track record of creating and designing IT strategy at a senior / Board level in a major business service organisation in the public or private sector;
- Experience of leading large scale technology transformation and the management of legacy systems;
- Experience of introducing change in large, complex organisations and developing/redefining their technology strategy and business architecture;
- Track record of working effectively with a range of business leaders as well as significant suppliers and outsource partnerships;
- Demonstrable knowledge of emerging technologies, and experience of driving technology innovations across the business;
- Experience of managing large teams, both directly and virtually, in a matrix structure environment;

Desirable Criteria

- Knowledge of Defence and Government; alternatively a background in large multi-national organisations employing information to support high-tempo, high-security and high-risk operations will be required.

PART TWO: Knowledge, Skills and Abilities

- Ability to take a robust stance under pressure where necessary and provide clear and unambiguous advice when called upon;
- Ability to break down organisational boundaries through collaboration by building strong relationships based on trust;
- Strong commercial acumen, and ability to see how value can be created in a business;
- Exceptional influencing and negotiating skills – able to influence across a broad spectrum, resolve conflicts and bring gravitas to each and every situation;
- Ability to mentor, coach and develop teams to produce a high performance;
- Self-motivated and driven by a desire to achieve and excel against specific key performance indicators and time critical deadlines;
- Competence in analysing and communicating detailed and complex issues.
Terms and Conditions

Terms of appointment
These appointments will initially be for a term of four years with the possibility of extension or permanence by mutual agreement and subject to satisfactory performance.

The successful candidates will be appointed on the modernised SCS terms and conditions. Existing civil servants will retain their existing rights if accepting this post on level transfer.

These jobs are available for full-time, part-time or flexible working arrangements (including Job Share arrangements).

Location
The post of the Director of Service Development is based in Corsham, Wiltshire.

The post of the Director of Service Design is based in London but with regular travel to Corsham, Wiltshire.

Remuneration package
These are SCS Pay Band 2 appointments. The starting salary for both posts is circa £130,000 per annum.

Salary will be reviewed annually. The basic salary will be subject to Government policy on public sector pay, and will be reviewed annually. The annual review is informed by the Cabinet Office which holds responsibility for Senior Civil Service Pay. For existing civil servants, salary will be on lateral transfer or promotion terms.

In addition to the basic salary it is possible to earn a non-pensionable, non-consolidated performance related award.

Pension
As a civil servant your employment with the Ministry of Defence will entitle you to membership of the Civil Service Pension Scheme. In accordance with current pensions legislation you will, on entry, be automatically enrolled into a defined benefit (career average) pension arrangement, although you will be able to opt out. The Civil Service also offers a stakeholder pension arrangement (defined contribution) with an employer contribution. More information on Civil Service Pensions can be obtained by going to: www.civilservice.gov.uk/pensions

Hours of Work, Annual Leave, Privilege Leave and Occupational Sick Pay: Terms and conditions for Senior Civil Servants have been revised with effect from 1 July 2013.

For new entrants to the Civil Service:
- Basic hours of work will be 42 hours per week, including daily meal breaks for one hour.
- Your annual leave allowance will be 25 days in the first year, rising by one day per year (on the anniversary of your start date) to a maximum of 30 days after 5 years of service.
- One day of privilege leave will be given on account of the Queen’s birthday every year.
- Your occupational sick pay entitlement will be as provided in your employing department’s staff handbook. If your employing department is currently reviewing this entitlement you will be entitled to whatever provisions are in effect when you are offered the post.

For existing civil servants on promotion:
- Basic hours of work will be 42 hours per week, including daily meal breaks of one hour.
- If you currently have any privilege leave over and above one day for the Queen’s birthday, this will be rebranded as annual leave.
- If you have more than 30 days of annual leave in total (including any rebranded privilege leave), your annual leave will be capped at 30 days.
- If you have less than five years civil service employment, your annual leave entitlement will be graduated according to the length of service, i.e. 25 days in the first year, rising by one additional day for each year of service up to a maximum of 30 days after five years (this will apply even if you currently have more leave than that entitlement).
- Your occupational sick pay entitlement will be as provided in your employing department's staff handbook. If your employing department is currently reviewing this entitlement you will be entitled to whatever provisions are in effect when you are offered the post.

For existing Civil Servants on level transfer:
- Your current contractual entitlements in relation to basic hours of work, annual leave, privilege leave, and occupational sick pay will continue to apply.

Other Benefits
MOD endeavours to allow a good work/life balance for all staff. Other benefits include but not exclusively, access to Nursery places, flexible working arrangements, remote access to systems to allow for home-working.

Relocation
If a move of house is necessary in order to take up the appointment, financial assistance in the form of first appointment expenses up to a maximum of £8,000 may be payable. An advance of salary of up to £3,000 may also be available. Departmental policy is that to qualify for a move of home you should normally live more than 1 ½ hours travelling distance from your place of work if that is London or 1 hour outside London. There is an expectation that to qualify for this allowance you will move home. The agreement of MOD should be sought before commitment to any expense is incurred. For internal candidates, posting terms will be as described in the prevailing policies at the time.

Nationality
Candidates must be UK Nationals. If successful you will have to undergo developed security vetting as a condition of employment.

Restrictions
During the period of appointment there will be certain restrictions on political activities.

Conflicts of interest
You will be required to disclose any personal or business interests, including share holdings, which may or may be perceived to be, relevant to or in conflict with working within the MoD. This may involve suspending or relinquishing stock market activity. Candidates should also note that there may be some restrictions placed on their ability to move to some business appointments once they leave these positions. These restrictions, under the public appointments rules are to protect individuals from any suspicion of impropriety.

Equal Opportunities
The MOD is an Equal Opportunity employer, aiming for the widest possible diversity in its workforce, drawing recruits from every part of the community. We particularly welcome applications from ethnic minority people, women and people with disabilities. Our policy is to provide equal opportunities for employment, career development and promotion to all eligible personnel on the basis of ability, qualifications and fitness to work. Under the Equalities Act 2010 we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.
Guaranteed Interview Scheme
The Department, operates a guaranteed interview scheme for disabled people (as defined by the Disability Discrimination Act 1995), who meet the minimum essential experience criteria for this appointment as outlined in the relevant section of this briefing pack. Applicants who wish to apply for consideration under this scheme are asked to complete the enclosed form and return it with their application. In addition please state this clearly in your letter of application, ensuring that your application sets out your credentials, in particular with regard to the essential criteria and experience. Please also advise us of any special arrangements for interview you will require, enabling us to make the appropriate arrangements.

Official Secrets Act
These posts are covered by the Official Secrets Act.
How to Apply

Veredus are working with the MoD on this recruitment.

To apply for one of these positions, please email your application to centralgovernment@veredus.co.uk quoting reference number:

17057 for Director of Service Development
17058 for Director of Service Design

Applications must include:

- A **comprehensive CV**, setting out your career history, with responsibilities and achievements;

- A **supporting statement, maximum two sides of A4**, outlining how you meet the criteria in PART ONE of the Person Specification.

- A **brief covering letter or covering email** outlining your motivation for applying and including your daytime and evening telephone number, which will only be used with discretion.

- A completed **Equality and Diversity Monitoring**, which can be found in Annex A.

Queries

If you have any questions or wish to discuss the role or the process further, please call our advising consultants at Veredus: Nataliya Starik-Bludova on 020 7932 4265 or James Greengrass on 020 7932 4286.

Veredus will respect the privacy of any initial approach or expression of interest in this role.

**The closing date for applications is 5pm on Friday, 26th September**
The Application Process

Please see the timetable below for indicative dates:

<table>
<thead>
<tr>
<th>Element</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing Date</td>
<td>5pm on Friday, 26th September 2014</td>
</tr>
<tr>
<td>Longlisting Meeting</td>
<td>w/c 6th October 2014</td>
</tr>
<tr>
<td>Preliminary Interviews (with Veredus)</td>
<td>Post longlisting</td>
</tr>
<tr>
<td>Shortlisting Meeting</td>
<td>w/c 27 October</td>
</tr>
<tr>
<td>Referencing (Veredus) and Informal Discussions</td>
<td>Post shortlisting</td>
</tr>
<tr>
<td>Final Panel Interviews (with MOD)</td>
<td>w/c 10 November</td>
</tr>
</tbody>
</table>

These dates are accurate at the time of writing but may be subject to change. If, for any reason, dates have to be changed candidates will be informed in good time.

If you are successful at the application stage, you will be invited to attend a preliminary interview with Veredus in London.

It is expected that final panel interviews will be held in London.

Enquiries into character and security checks will be undertaken and references will be taken up before a final offer is made.

Data Protection

We take our responsibilities under the Data Protection Act seriously. Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Data may be used for the purposes of monitoring the effectiveness of the recruitment process but in these circumstances all data will be kept anonymous. The ethnic monitoring form is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted. If you are unsuccessful, personal data relating to your application will be destroyed after 12 months. If you are successful, data will be held by central HR in the Department.

Civil Service Commission

The Commission has two key functions:

The first is to maintain the principle of selection for appointment to the Civil Service on merit on the basis of fair and open competition. For most post the Commissioners discharge their responsibilities through Recruitment Principles which govern the recruitment process and impose mandatory requirements upon departments. For the most senior posts in the Civil Service the Commissioners discharge their responsibility directly by overseeing the recruitment process and chairing the final selection panel. More details of the Commissioners’ role in Civil Service recruitment and a downloadable copy of the Recruitment Principles can be found at www.civilservicecommissioners.org

If you feel your application has not been treated in accordance with the Commissioners’ Recruitment Principles and you wish to make a complaint you should in the first instance, contact Sarah Clarke at...
the Ministry of Defence on 020 72181241 or at HRD-HRStrat-20@mod.uk. If you are not satisfied with the response you receive from the department you can contact the Office of the Civil Service Commissioners at info@civilservicecommissioners.org

The second function is to promote and understanding of the Civil Service code which sets out the constitutional framework in which all civil servants work and the values they are expected to uphold and to hear and determine appeals made under it. Copies of the Civil Service Code can be found at: www.civilservicecommissioners.org/civil_service_code or a hard copy can be obtained from: The Propriety and Ethics Team, Room 118, Cabinet Office, 70 Whitehall, London SW1A 2AS.
Annex A

Equality and Diversity Monitoring Form
The information requested on this form is for monitoring purposes only. The Ministry of Defence is an equal opportunities employer and your completion of this form will allow us to monitor our performance in attracting a diverse and representative workforce.

Personal Details:

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr / Mrs / Miss / Ms / Dr / Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
<td></td>
</tr>
<tr>
<td>First name:</td>
<td></td>
</tr>
<tr>
<td>Age:</td>
<td>16-24 □  25-34 □  35-44 □  45-54 □  55-64 □  65+ □</td>
</tr>
<tr>
<td>Gender:</td>
<td>Male □   Female □   Prefer not to say □</td>
</tr>
<tr>
<td>Gender Identity (if appropriate)</td>
<td>If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex which group do you identify with?</td>
</tr>
<tr>
<td></td>
<td>Transsexual □   Transgender □   Intersex □</td>
</tr>
<tr>
<td>Working Pattern:</td>
<td>Part time □   Full time □   Job Share □   Other............................</td>
</tr>
</tbody>
</table>

Ethnic origin: Please tick against one of the following:

<table>
<thead>
<tr>
<th>Asian or Asian British</th>
<th>Mixed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangladeshi</td>
<td>White and Black Caribbean</td>
</tr>
<tr>
<td>Indian</td>
<td>White and Black African</td>
</tr>
<tr>
<td>Pakistani</td>
<td>Asian and White</td>
</tr>
<tr>
<td>Any other Asian background</td>
<td>Any other mixed background</td>
</tr>
<tr>
<td>Please specify below if you wish.......</td>
<td>Please specify below if you wish.......</td>
</tr>
<tr>
<td>...............................................................</td>
<td>...............................................................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Black or Black British</th>
<th>White</th>
</tr>
</thead>
<tbody>
<tr>
<td>African</td>
<td>British</td>
</tr>
<tr>
<td>Caribbean</td>
<td>English</td>
</tr>
<tr>
<td>Any other Black background</td>
<td>Irish</td>
</tr>
<tr>
<td>Please specify below if you wish.......</td>
<td>Scottish</td>
</tr>
<tr>
<td>...............................................................</td>
<td>Welsh</td>
</tr>
<tr>
<td>...............................................................</td>
<td>Any other White background</td>
</tr>
<tr>
<td>...............................................................</td>
<td>Please specify below if you wish.......</td>
</tr>
<tr>
<td>...............................................................</td>
<td>...............................................................</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chinese or Other ethnic group</th>
<th>Prefer not to say</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese</td>
<td></td>
</tr>
<tr>
<td>Any other</td>
<td>Prefer not to say</td>
</tr>
<tr>
<td>Please specify below if you wish.......</td>
<td></td>
</tr>
<tr>
<td>...............................................................</td>
<td>...............................................................</td>
</tr>
</tbody>
</table>
Disability: Please tick against one of the following:

Do you consider yourself to have a disability under the Equality Act 2010?
In the Act, a person has a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

For the purposes of the Act, these words have the following meanings:

'物质' means more than minor or trivial

'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)

'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

Yes ☐ No ☐ Prefer not to say ☐

Please describe the nature of your disability

This information is provided for monitoring purposes only – if you need any reasonable adjustments you should arrange these separately.

Religion or belief: Please tick against one of the following

- No religion ☐ Jewish ☐
- Baha'i ☐ Muslim ☐
- Buddhist ☐ Sikh ☐
- Christian ☐ Other ☐
  Please specify below if you wish…………………………….
  …………………………………
- Hindu ☐
- Jain ☐
  Prefer not to say ☐

Sexual Orientation: Please tick against one of the following

- Bisexual ☐ Gay Man/Homosexual ☐
- Gay Woman/lesbian ☐ Heterosexual/straight ☐
- Prefer not to say ☐

Please indicate which media/journal you saw this position advertised in..............................................

Thank you for completing this form. Please return it with your application.
Annex B

**GUARANTEED INTERVIEW SCHEME DECLARATION**

The Ministry of Defence is a user of the Employment Service Disability Symbol ‘Positive About Disabled People’. We offer a Guaranteed Interview Scheme (GIS) for all disabled candidates. All disabled candidates will be offered an interview - provided they meet the essential criteria for the job as set out elsewhere in this Information Pack. To be eligible, your disability must be within the definition laid down in the Disability Discrimination Act 1995 i.e. you must have:

- The Impairment must have substantial adverse effects on your normal day-to-day activities
- These substantial adverse effects must be long term (ie, lasting or expected to last longer than 12 months)

Do you consider yourself to have such a disability? **YES / NO**

If you are in doubt as to whether the impairment you have qualifies you under the GIS, please describe the nature of the disability below.

If you wish to claim a Guaranteed Interview on the basis of your disability, please sign below:

Signed: .................................

Date: .................................

Any false declaration of disability to obtain an interview will cause your application to be terminated, or will invalidate your contract of employment.
Annex C

The Civil Service Code

The ‘Civil Service code’ outlines the Civil Service's core values, and the standards of behaviour expected of all civil servants in upholding these values.